



**Congressional Internship Application
Office of Representative Robert Hurt
Fifth District, Virginia**

Overview of Program:

Thank you for your interest in obtaining an internship in the office of Congressman Robert Hurt, representing the Fifth District of Virginia. Congressional internships provide an excellent opportunity for students to learn first-hand about the legislative process and the inner-workings of a Congressional office.

A typical day for interns in the Washington, D.C. office consists of answering phones, sorting through constituent mail, giving tours of the U.S. Capitol, assisting staff with various tasks, and attending Congressional hearings and briefings. Internships in district offices provide an overview of constituent services in a Congressional Office.

Representative Hurt's office offers spring, summer, and fall internships to qualified candidates who have completed at least one year of undergraduate study. Fall and spring internships in the Washington, D.C. office last the entire semester (January-May, September-December) while summer internships are offered as a full three month internship or a four-week internship, which are detailed below. District office internships are more flexible, and applications are accepted year-round.

DC Internship Options/Application Deadlines:

Spring Internship: January-May (Deadline: November 1)

Summer Internships: (Deadline: March 1)

Full Session: Mid-May through Mid-August

Four Week Sessions:

- 1- Mid-May through Mid-June
- 2- Mid-June through Mid-July
- 3- Mid-July through Mid-August

Fall Internship: September – December (Deadline: July 1)

All internships are full-time, unpaid, and interns will be responsible for their living arrangements and payment for housing. To apply for an internship, please complete the attached application and send via mail, fax or email to the corresponding office to which you are applying:

Washington, DC:

125 Cannon House
Office Building
Washington, DC 20515
202-225-4711- Phone
202-225-5681- Fax
Jeanna.Buck@mail.house.gov

Charlottesville:

686 Berkmar Circle
Charlottesville, VA 22901
434-973-9631- Phone
434-973-9635- Fax
Esther.Page@mail.house.gov

Danville:

308 Craghead Street
Suite 102-D
Danville, VA 24541
434-791-2596-Phone
434-791-4619- Fax
Denise.VanValkenburg@mail.house.gov



REPRESENTATIVE ROBERT HURT
Fifth District, Virginia
Internship Application
202-225-4711
Fax: 202-225-5681

Personal Information

Name: _____ Preferred: _____
(Last) (First) (Middle)

Permanent Address: _____

Mailing Address: _____

Cell Phone: _____ Other Phone: _____

Email Address: _____

Desired Internship Dates: _____

Education Information

High School Attended: _____

School Attending: _____

Year in School: _____

Major: _____

Minor: _____

Type of Degree: _____ Bachelors _____ Masters _____ Doctoral _____

Anticipated Date of Graduation: _____

Overall Grade Point Average: _____

Will you receive school credit for your internship?

If yes, Please include school staff contact name and phone number:

Extracurricular Activities

Please include the following with your application:

- **College Transcript-** Please have an Official Transcript mailed or faxed to the address corresponding with the office to which you are applying.
- **Résumé**
- **Essay-** On a separate sheet of paper, please explain in 1000 words or less, why you would like to intern for Congressman Hurt.
- **Letter of Recommendation-** Internships require one letter of recommendation, which should be emailed, faxed or mailed to the corresponding office to which you are applying.